

REQUEST FOR APPLICATIONS
FOR
2006-2007
STATE SURVEY AND PLANNING
COST SHARE FUNDS

ISSUED BY

COMMONWEALTH OF VIRGINIA
Department of Historic Resources
Community Services Division
2801 Kensington Avenue
Richmond, VA 23221

July 7, 2006

REQUEST FOR APPLICATIONS

Issue Date: July 7, 2006

Title: Request for Applications for 2006-2007 State Survey and Planning Cost Share Funds

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Community Services Division
2801 Kensington Avenue
Richmond, VA 23221

Project Period

(Period of Agreement): From October 16, 2006 to June 1, 2008

Applications will be received by the Virginia Department of Historic Resources (DHR) until 4:00 PM, Friday, September 1, 2006.

Inquiries for information concerning this solicitation for the Survey and Planning Cost Share Program shall be directed to:

Susan Smead, Cost Share Program Coordinator
Architectural Historian, Capital Region Office
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221

Telephone: (804) 367-2323, ext. 107
E-mail: Susan.Smead@dhr.virginia.gov

Inquiries for information and assistance regarding preparation of applications in response to this Request for Applications (RFA) shall be directed to the appropriate DHR Regional Office – see Page 3 of this RFA.

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES REGIONAL OFFICES

The Regional Offices of the Virginia Department of Historic Resources (DHR) are available to assist you in the development of Cost Share Program project proposals. It is advisable to contact staff in the regional office that serves your area to discuss project ideas, and to obtain guidance on outlining a proposed scope of work.

To see which areas each regional office covers, please refer to the attached map (Attachment A). This map is also available on the DHR web site at www.dhr.virginia.gov.

Staff contacts in the regional offices are provided on the DHR web site via links on the following page: http://www.dhr.virginia.gov/homepage_features/ContactUs.htm. Please contact the Regional Office for your region for guidance, and include the Regional Office Director and other Regional Office staff as appropriate on correspondence when contacting DHR for assistance.

APPLICATIONS MUST BE MAILED OR HAND DELIVERED BY 4:00 PM, Friday, September 1, 2006, DIRECTLY TO:

Susan Smead, Cost Share Program Coordinator
Architectural Historian, Capital Region Office
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221

Telephone: (804) 367-2323 ext 107
Fax: (804) 367-2391
E-mail: Susan.Smead@dhr.virginia.gov

In compliance with this Request for Applications and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to enter into a Cost Share Agreement in accordance with the attached signed application, or as mutually agreed upon by contract.

CERTIFICATION: I certify that the information in this application is accurate to the best of my knowledge, and that I am authorized to make this request. I agree to abide by all the terms and conditions set forth in this application and accompanying instructions, if selected for a Cost-Sharing Agreement.

Name and Address of Applicant(s):

By: _____

Title: _____

Date: _____

FEI/FIN No.: _____

Phone No. _____

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I. PURPOSE

The intent of this Request for Applications (RFA) is to solicit applications for Survey and Planning Cost Share Program projects, the cost of which will be shared between the Virginia Department of Historic Resources (DHR) and a local government and/or regional planning district commission (PDC). Eligible projects encompass a broad range of survey and planning activities that include a survey and/or Virginia Landmarks Register and National Register of Historic Places component, and address historic resources through identification, documentation, evaluation, and preservation planning activities consistent with the responsible stewardship of historic resources.

Please note: Previous applicants who made application for Cost Share funding in response to the Request for Applications for the 2005-2006 cycle, and did not receive funding, are invited to reactivate their applications. This can be done by providing notification to DHR of the locality's intent to reactivate the application, by the due date for responses to this RFA, which is Friday, September 1, 2006, at 4:00 PM, and providing DHR with updated information for the application as needed by this due date. Contact:

Susan Smead, Cost Share Program Coordinator
Architectural Historian, Capital Region Office
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221
Telephone: (804) 367-2323 ext 107
Fax: (804) 367-2391
E-mail: Susan.Smead@dhr.virginia.gov

By entering into a Cost Share Agreement (hereinafter referred to as Agreement) with a local government or PDC, DHR agrees to manage the project and cover a selected portion of the project costs, with the other portion of the funding being provided by the locality or PDC. The applicant will provide funding directly to DHR after execution of an Agreement between the locality and DHR.

II. BACKGROUND

DHR is responsible for identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively with local governments toward these goals, DHR administers the Cost Share Program for the purpose of establishing Agreements for local historic resource documentation and planning projects. The Cost Share Program has been designed to promote local and regional documentation and planning efforts and responds to Executive Memorandum 1-91, which requires agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

III. STATEMENT OF NEEDS

- A. Eligible Applicants: Any local government or PDC in the Commonwealth of Virginia is eligible to apply. Eligible entities may submit joint applications that incorporate the participation of state agencies other than DHR, that involve more than one local government, and that include participation by non-profit entities such as historical societies and historic preservation organizations. One principal local government contact or PDC contact must be designated for each application submitted. *If and when any change to information for the principal contact occurs, DHR's Cost Share Coordinator and the appropriate DHR Regional Office contact(s) must be notified immediately.*
- B. Local Government/PDC Contribution: DHR requests that all applications submitted specify the ability to provide a cash contribution equal to 50% of the projected total project costs. DHR reserves the right to negotiate Agreements when less than a 50% cash contribution is available, or Agreements where more than a 50% cash contribution is offered, provided the project application is found to be exemplary under all other criteria. *Agreements will obligate the proposing entity to transfer their proportionate share of the proposed project cost to DHR. Payment to DHR is expected in a lump sum, to be provided promptly upon receipt of an invoice from DHR. Delays in payment may result in delays in project completion.*
- C. Eligible Activities and Priorities for SFY2006-2007: Eligible historic resource documentation and planning projects with a local or regional focus that encourage the identification, recognition and protection of the full range of historic resources, within the study area, are requested.

Eligible Activities - these may include, but are not limited to, the following:

- Community-wide or targeted architectural, archaeological, and/or cultural landscape surveys at the reconnaissance and/or intensive level leading to the identification of places and sites eligible for listing on the Virginia Landmarks Register and National Register of Historic Places;
- Assessments of areas with high potential for significant archaeological sites;
- Community preservation plans or preservation components of local comprehensive and master plans;
- Historic district surveys or re-surveys of historic districts, especially for survey materials that are ten years of age or older;
- Nominations of historic districts to the Virginia Landmarks Register and National Register of Historic Places, or selected individual nominations based on data obtained from previous Cost Share projects;
- Establishment of an effective local historic zoning ordinance or design guidelines for local historic districts;
- Thematic historic resource documentation projects (addressing architectural, archaeological, and/or cultural landscape resources);
- Resource documentation projects in areas with historic resources facing imminent threat or extreme development pressures;
- Surveys of Community Development Block Grant (CDBG) target areas;
- Educational initiatives that use information from survey and/or register work to develop into tools for teaching and promoting heritage tourism, such as exhibits, multi-media presentations, walking or driving tours, publications, and educational web sites;
- Data enrichment projects that would include redigitizing site locations in GIS, updating DHR's Cultural Resources Management reports database, reviewing/updating/integrating written and graphics materials and updating Data Sharing System (DSS) resource records; and
- Development of survey reports from previous Cost Share projects into publishable works, and for defraying costs of printing for commercial distribution of the published work by the locality or others.

Historic property documentation projects typically require the production of a printed comprehensive report containing data from the study performed, which is intended for use by communities for economic, community and tourism development, and for educational purposes.

Priorities for SFY2006-2007:

Please note that all project applications related to historic resources survey and planning projects will be seriously considered and evaluated for partnership funding. However, DHR especially welcomes applications that address one or more of the following opportunities and challenges and that explain clearly how the project will serve to address them (these are developed from the DHR survey priorities listed in Attachment B):

- Projects eligible for Cost Share funding that are designed to advance the goals of an officially designated Jamestown 2007 Community. To be eligible for funding under this category, an applicant community must have been officially designated by December 20, 2005 as a Jamestown 2007 Community. For information about the Jamestown 2007 Community program including criteria for designation and a list of communities designated to date, visit the Jamestown 2007 Web Site at <http://www.jamestown2007.org>.
- Projects that will result in updated documentation on historic districts that were listed in the Virginia Landmarks Register and the National Register without detailed inventories prior to 1983, and/or that need significant amendment due to the passage of time;
- Projects targeted at neighborhoods or commercial areas that are experiencing, or that are ripe for state and/or federal historic rehabilitation tax credit programs activity;
- Projects that will provide broad-based survey coverage to large rural and urban areas that have never been adequately surveyed, or for which data is out of date (typically at least ten years of age or older);
- Projects that comprise thematic surveys of resources that are designed to assist in heritage tourism development, heritage education, master planning and/or community development;
- Projects that will serve to increase official public recognition, awareness, and stewardship of historic places representing Virginia's rich and diverse historic heritage;
- Projects that involve collaboration with natural resource agencies and

initiatives geared towards natural resource management and protection, such as survey to plan for designating parkland or that will contribute to implementation of local zoning addressing the preservation of natural and historic resources;

- Projects that combine survey and register activities with in-depth studies of cultural resources, resulting in an understanding of the resources and appropriate plans for their management and treatment;
- Projects that will advance communities to qualify for designation as Virginia Certified Local Governments, Virginia Main Street communities, and/or *Preserve America* communities; and/or
- Projects that will assist communities in fulfilling stewardship responsibilities and statutory obligations under Section 106 of the National Historic Preservation Act of 1966, as amended.

- D. Project Timetable: The scope of work must be designed for completion within an eighteen to twenty-month period. Target dates must be specified for each work item listed in the proposed scope of work statement.

The project must be completed in its entirety by May 1, 2008 to ensure closeout of the project no later than June 30, 2008.

The proposed schedule anticipates the awarding of funding and execution of agreements between DHR and local governments/PDCs in the Fall of 2006; contracts executed with contractors and work commencing during the Winter of 2006-07; and work ending by the Spring of 2008.

- E. Project Management: DHR will assume responsibility for procurement, contract administration, and documentation requirements for the project. DHR will be responsible for procuring the services of qualified professionals who meet the standards for professional qualifications as specified by the U.S. Secretary of the Interior (*The Secretary of the Interior's Professional Qualification Standards*). Documentation materials will be prepared according to DHR guidelines: DHR will supervise the project and ensure that all products produced as a result of the Agreements will conform to the *Secretary of the Interior's Standards for Archaeology and Historic Preservation Projects*. Substandard materials will not be accepted. For publication projects, DHR will offer technical assistance in the preparation of manuscripts and with other requirements of the publication process.

- F. Data Sharing System (DSS): All architectural and archaeological documentation will be prepared using the Data Sharing System (DSS) database maintained by DHR, and to which local governments, contractors, and the public can obtain

access.

IV. APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS

A. General Requirements:

1. In order to be considered for selection, **applicants must submit a complete response to this RFA.** One (1) original, marked as the original, and five (5) copies, marked as copies, of each project application must be submitted to DHR. The applicant shall make no other distribution of the application.
2. Application Preparation:
 - a. The **project application** shall be signed by an authorized representative of the applicant. **All information requested must be submitted.** *Failure to submit all information requested may result in a lowered evaluation of the application, and/or the need for prompt submission to DHR of missing information in order to qualify.*
 - b. The application shall be prepared simply and economically, providing a straightforward, concise description of the proposed project and the capabilities of the applicant to satisfy the requirements of the RFA. Emphasis must be placed on completeness and clarity of content.
 - c. Each copy of the application must be bound or contained in a single volume where practical. All documentation submitted with the project application must be contained in that single volume.
 - d. Ownership of all data, materials, and documentation originated and prepared for DHR pursuant to the RFA shall belong exclusively to DHR and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*.
3. Oral Presentation: Applicants who submit an application in response to this RFA may be asked to give an oral presentation on their proposed project to DHR. This provides an opportunity for the applicant to clarify or elaborate on the proposed project. This is a fact-finding and explanation session only and does not include negotiation. The DHR will schedule the time and location of these presentations including presentations by teleconference. Oral presentations are held at the discretion of DHR and may or may not be conducted.

B. Specific Application Requirements:

The application must be as thorough and detailed as is necessary to allow DHR to evaluate the quality and timeliness of the application as well as the capabilities of the applicant to fulfill the terms of a Cost Share Agreement. Applicants are required to submit the following items as a complete project application:

1. RFA cover sheet, and addenda (if any): These are to be returned, signed and filled out as required. ***This constitutes the State Form.***

2. Scope of Work and Project Design: These must be described in a written narrative statement to include the following:
 - a. The objective of the project.

 - b. Expected accomplishments during the project period.

 - c. The proposed phases of work - the phases must be sufficiently detailed to clearly indicate the following:

Who. Who shall perform the specified task - whether DHR, the applicant or contract personnel;

What. What specific tasks must be accomplished;

When. The target completion dates;

Where. Where the work will take place; and,

How. How the work will be carried out; the order in which the work will be done; and methods that are to be used to carry out tasks

 - d. Address why this project is a priority for the respective jurisdiction(s).

 - e. Address how this project fits into the context of larger statewide historic resource survey and planning priorities, as listed in Section III. C. above and in Attachment B.

3. Project Budget: Include a line item budget to support the proposed project. Only costs directly related to the scope of work for the project will be allowed.

Because DHR will assume responsibility for project management, including the procurement of qualified consultants to perform the scope of work, costs for administration and overhead on the part of the local government or planning district commission are not to be considered as part of the budget.

Applications shall specify any non-cash contributions that may be available

such as office space, availability of a vehicle, lodging, use of computers and other office equipment, and the ability to make copies of research materials, property records, etc., at no cost, that contribute to the overall worth of the project. This non-cash contribution will not be counted as part of the financial match but can enhance the proposed project application since it can help reduce consultants' costs and hence the overall cost of the project.

4. Threat to Resources: Identify any threat to the resources and/or area and describe the nature of the threat, its severity and immediacy, and the effect of not responding to the threat.
5. Description of Area: Describe the area or areas to be covered by and/or affected by the proposed project, and attach a map showing the area(s).
6. Future use of the Cost Share Project Products: As applicable, describe how the jurisdiction and its partners plan to use the results of the project to enhance beneficial long-range land-use planning; to promote economic revitalization; to develop effective heritage tourism programs particularly as they may relate to a legacy project for the *Jamestown 2007* commemoration; and/or to increase public understanding in the community about its historic resources. Itemize and describe any other likely beneficial outcomes of the proposed project.
7. Project Time Schedule: Provide a proposed schedule for completion of project work assuming that funds are available beginning October 16, 2006 and ending June 30, 2008.
8. Amount of Financial Assistance Requested: Identify the total project cost, amount requested with this application, and cash contribution.

Total Project Budget \$ _____

Requested Amount \$ _____

Applicant's Contribution \$ _____

(Specify the sources of applicant's contribution)

9. Nature of Resources and Need: Applications shall demonstrate a clear connection among the historic resources in the project area, the stresses on and threats to those resources, and the need for the proposed project. The narrative of the application shall address why the proposed project is an appropriate step in preservation for the jurisdiction or region.
10. Additional Information: Provide any additional information, relevant to this

project, which will serve to further document or clarify your application.

V. REPORTING AND DELIVERY REQUIREMENTS

DHR will provide quarterly financial and product reports data to other parties to the Agreements (based on the calendar year, with reports provided for the preceding quarter by the 10th of each of the following months: January, April, July, and October). Projects will be regularly monitored by DHR through meetings, site visits, progress reports and submission of project deliverables to DHR for review, and other appropriate means. Services contracted for projects will also include reporting requirements for contractors; on request, reports will be conveyed to the other parties of the Agreements.

VI. EVALUATION AND AWARD CRITERIA

Evaluation and Selection: DHR will evaluate and select those applications that best meet DHR priorities based on the criteria outlined in Attachment B.

VII. TERMS AND CONDITIONS

- A. Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- B. Clarification of Terms: If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the agency representative whose name appears on the face of the solicitation no later than five working days before the due date. Any revision to the solicitation will be made only by addendum issued by DHR.
- C. Changes to the Contract: Changes can be made to the Agreement by mutual agreement between the parties, in writing.
- D. Funds Availability: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this Agreement.
- E. Application Acceptance Period: Any application in response to this solicitation shall be valid for 120 days. At the end of the 120 days the application may be withdrawn at the written request of the Applicant. If the application is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- F. Cancellation of Agreement: DHR reserves the right to cancel and terminate any

resulting Agreement, in part or in whole, without penalty, upon 30 days written notice to the parties specified in the Agreement. Any cancellation notice shall not relieve the parties specified in the Agreement of the obligation to deliver and/or perform on all outstanding tasks issued prior to the effective date of cancellation.

- G.** Identification of the Application Envelope: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed application shall be returned in a separate envelope or package, sealed and identified as follows:

FROM: _____	September 1, 2006	4:00 PM
Name of Applicant	Due Date	Time

Name of Authorized Representative of the Applicant

Street/Box No.

City, State, Zip Code

The envelope must be addressed as directed on Page 3 of this RFA.

Applications may be mailed or hand delivered as described on Page 3. No other correspondence or other applications shall be placed in the envelope.

- H.** Transfer of Cash Contribution: Transfer of the cash contribution to DHR will be negotiated prior to execution of the Agreement.

VIII. ATTACHMENTS

Attachments are available on DHR's web site at <http://www.dhr.virginia.gov/>. Due to its length, the DHR Cost Share survey manual (currently in draft form), *Guidelines for Conducting Survey in Virginia for Cost Share Projects*, is not included herein in hard copy (it is available on DHR's web site). A hard copy will be provided upon request - contact the Cost Share Program Coordinator at Susan.Smead@dhr.virginia.gov, or at (804) 367-2323, extension 107.

- A. Virginia Department of Historic Resources Regional Offices
- B. Virginia Department of Historic Resources Survey and Planning Priorities
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